

33 Old Street  
Athloe  
Co Louth

18 October 2013

Ms Kate O'Brien  
Owner/Manager  
Cutting Edge Graphic Design  
Athloe  
Co Louth

Re: Work Experience Placement

Dear Ms O'Brien

I wish to apply for two weeks' work experience at Cutting Edge Graphic Design from 7<sup>th</sup> November to 19<sup>th</sup> November inclusive.

I am currently completing a FETAC Level 5 award in Graphic Design in O'Fiaich Institute, Dundalk and I am required to organise a two week work placement in a creative environment as part of my course.

With studying Photography and Graphic Design, I have acquired a good eye for composition and I enjoy using colour. As you can see from my CV, I have many skills that can be used in your workplace. I have a lot of experience of meeting deadlines from having to submit assignments and I have had to manage my time efficiently to be able to handle the considerable workload involved in a FETAC course. My retail experience has strengthened my communication and teamwork skills and I have the ability to work on my own initiative as well as to follow instructions. I am passionate about design and, having seen some of your company's work, I would value the opportunity to work with and learn from you.

I enclose my Curriculum Vitae and a document confirming that insurance cover will be provided by O'Fiaich Institute. I will telephone you in the coming days to see if it is possible to complete my work experience with you.

Thank you for taking the time to consider my request. I am hopeful that you will be able to facilitate me.

Yours sincerely

*John Smyth*

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John Smyth

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